AGENCY: **U. S. ENVIRONMENTAL PROTECTION AGENCY (EPA), REGION 4**

TITLE: **2006 INDOOR ENVIRONMENTS: REDUCING PUBLIC EXPOSURE TO INDOOR POLLUTANTS FUNDS SOLICITATION**

ACTION: **REQUEST FOR APPLICATIONS - INITIAL ANNOUNCEMENT**

RFIP NO: **EPA-REG4-APTMD-IAG-06**

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.034

DATES
The closing date and time for receipt of application packages is August 9, 2006, at 6:00 p.m., (Eastern Daylight Savings Time). Application packages submitted by hard copy U.S. mail/commercial delivery service, electronic mail (e-mail) or through Grants.gov must be received by the closing date and time. **LATE APPLICATION PACKAGES WILL NOT BE CONSIDERED.**

SUMMARY
This notice announces the availability of funds and solicits application packages for Asthma, Indoor Air Quality (IAQ) Tools for Schools (TfS), Environmental Tobacco Smoke (ETS), mold, and general IAQ projects from eligible entities. Proposed projects must support demonstration, training, outreach and/or education grants that reduce exposure to indoor air pollutants and yield measurable environmental outcomes.

EPA Region 4's, Air, Pesticides and Toxics Management Division (APTMD) is soliciting application packages under this announcement.   Funds will be awarded to successful applicants as grants under the authority of Section 103 of the Clean Air Act.

Assistance under this program is generally available to States, local governments, territories, Indian Tribes, and possessions of the U.S., including the District of Columbia, international organizations, public and private universities and colleges, hospitals, laboratories, other public or private nonprofit institutions, which submit applications proposing projects with significant technical merit and relevance. All projects must occur in one or more of the Region 4 states: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and/or Tennessee.

If you have previously received funding for any EPA Indoor Air Quality (IAQ) project, it is essential that you demonstrate how the proposed project is different. Please keep in mind that past performance will be taken into account during the review process, including successful implementation of similar projects and timely and adequate reporting.

FUNDING/AWARDS
The total estimated funding available under this competitive opportunity is $180,000. Under this announcement, EPA Region 4 anticipates award of up to 10 one-to-two year grants, each ranging in value from approximately $15,000 to $40,000. The actual number of awards and award amounts will depend upon the quality of project application packages received and the availability of funds. All projects must be completed within the project performance period of 12 to 24 months.

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I. **Funding Opportunity Description**

A. **Background**

The goal of EPA's Indoor Environments Program is to improve indoor air quality (IAQ) to reduce associated human health risks, caused by pollutants in the indoor environment. This is accomplished by increasing public awareness and understanding of the potential health risks related to indoor air pollutants commonly found in homes, schools and commercial buildings, as well as by promoting appropriate voluntary practices and risk reduction actions by the public and key stakeholders to improve IAQ. Comparative risk studies performed by EPA and its Science Advisory Board have ranked indoor air pollution among the top five environmental risks to public health. Children may be especially vulnerable to these health effects particularly early in childhood development. EPA estimates that indoor levels of many pollutants are typically 2-5 times, and occasionally more than 100 times, higher than outdoor levels. These levels raise concern because it is estimated that most people spend approximately 90% of their time indoors.

Under this announcement, EPA Region 4 will fund demonstration, training, outreach and/or education projects that are expected to achieve environmental results in one or more indoor air quality priority areas as outlined in Table 1. Applicants may address more than one area in their application package. Proposed projects that do not address at least one of the IAQ priority areas identified in Table 1will be disqualified and not considered for funding.

B. **EPA Strategic Plan Linkage and Expected Outcomes/Outputs**

1. *Linkage to EPA Strategic Plan*. Projects under this announcement must support progress towards EPA's Strategic Plan Objective 1.2 – Healthier Indoor Air, which specifically states that, "By 2008, 22.6 million more Americans than in 1994 will be experiencing healthier indoor air in homes, schools, and office buildings."
Applicants must identify project goals and objectives that are aligned with indoor air quality. Applicants must also identify and quantify expected environmental outputs and achieve measurable environmental outcomes that directly relate to the project's objectives and goals.
2. *Outputs*. As described below in Table 1, applicants are required to quantify environmental health related outputs for proposed demonstration, training, education and/or outreach project activities relating to the areas covered by the project. Outputs will generally be activities, efforts or work products.   The outputs must describe the expected level of activity that will be provided over a period of time (e.g., number of publications produced or number of people trained) and should demonstrate progress from a stated baseline towards achieving substantial measurable environmental outcomes.
3. *Outcomes*. As described below in Table 1, applicants are required to identify measurable environmental outcomes that demonstrate progress towards achieving project goals, objectives, and long-term environmental health benefits relating to the areas covered by the project. Environmental outcomes must describe the intended result of carrying out a program or activity and may be classified as intermediate action outcomes or long-term environmental health outcomes.

Table 1 demonstrates the relationship between project activities, environmental health outputs, and intermediate environmental health outcomes that may ultimately reduce exposure to indoor air pollutants.   The activities, environmental outputs and outcomes listed in this table are examples only and differ depending on the subject matter of the project.

Table 1 Fundable Activities and Expected Results

IAQ Priority Areas	Expected Programmatic/ Environmentally Related Outputs	Expected Environmental Outcomes Intermediate and Long-term (End) Environmental Health Outcomes
Asthma: Identify, develop and disseminate new or existing education and outreach products and services (e.g. training) targeted toward asthma patients and caregivers that will encourage individuals to take action to reduce exposure to indoor environmental asthma triggers in homes, schools and/or workplaces.	* Number of products and services developed and/or or disseminated * Number of children and low-income adults educated about indoor environmental asthma triggers and mitigation solutions * Number of child care providers and/or school personnel educated about indoor environmental asthma triggers and mitigation solutions	* Number of people demonstrating increased knowledge of indoor environmental asthma triggers and mitigation solutions * Number of people with asthma reducing their exposure to their environmental asthma triggers in their homes, schools and/or workplaces * Number of schools and/or childcare providers reducing environmental triggers
IAQ Tools for Schools: Conduct training, disseminate teachers' checklist, and encourage school district staff to develop an IAQ management plan in accordance with the practical guidelines found in the IAQ Tools for Schools Kit, assist school districts to implement the EPA's Healthy SEAT Program. Assist school staff to perform walkthrough activities with follow up recommendations to resolve existing IAQ problems.	* Number of IAQ training events with superintendents, principals, teachers and custodial and maintenance staff * Collection of teachers' checklist with summary of noticeable or potential problems identified in classrooms * Number of walkthroughs performed by school staff * Communication strategy includes use of district web site to inform school occupants of ongoing IAQ matters.	* Results of remedial actions taken to address concerns identified by teachers * Results of improved indoor air as indicated by decrease in nurse visits by students and teachers with Asthma and respiratory illnesses * School board approved IAQ management plan that have assurances and established policies for progressive improvements in IAQ * Number of school districts implementing EPA's Healthy SEATprogram
Environmental Tobacco Smoke: Disseminate, promote and conduct outreach and education through various community-based groups about the dangers of ETS exposure to children	* Number of community-based organizations educating people * Number of communities committed to create, maintain and sustain smoke-free environments for children	* Number of communities with increased knowledge about the dangers of ETS exposure to children * Number of people committed to not smoking around children
Mold: Train, educate, and conduct outreach to homeowners, renters, and/or landlords/property managers on reducing indoor mold, moisture control, and mold prevention, consistent with EPA publications.	* Number of homeowners, renters, and/or landlords/property managers educated on reducing indoor mold, moisture control, and mold prevention	* Reduction in exposure of the public to mold and other pollutants from damp indoor environments
General IAQ: Train and educate the public on general or specific IAQ pollutants (such as carbon monoxide, volatile chemicals, or particulates), and/or train and educate specific groups (such as health professionals) on general or specific IAQ pollutants.	* Number of individuals in specific groups (such as health professionals) or members of the public who are trained or educated on general or specific IAQ pollutants.	* Reduction in public exposure to IAQ pollutants (such as, but not limited to, carbon monoxide and other combustion products, volatile chemicals, dust, particulate matter, etc.)

C. Supplementary Information

The statutory authority for these projects is the Clean Air Act (CAA) Section 103 which authorizes the award of grants to conduct and promote the coordination and acceleration of research, investigations, experiments, demonstrations, surveys and studies relating to the causes, effects (including health and welfare effects), extent, prevention, and control of air pollution. It further authorizes EPA to make training grants for these purposes. For purposes of this announcement, demonstrations must involve new or experimental technologies, methods, or approaches. The results of the project must be disseminated so that others can benefit from the knowledge gained in the demonstration project. A project that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not a demonstration. For detailed information on section 103 of the CAA go to http://www.epa.gov/oar/caa/caa103.txt

D. Scope of Work

Under this announcement, EPA Region 4 is soliciting application packages for education, training or demonstration projects in one or more of the following IAQ priority areas. For more information about the EPA's IAQ program, visit www.epa.gov/iaq. Applicants' projects may address more than one area.

1. Asthma - An estimated 20 million people in the United States have asthma, including 6 million children. The number of children with asthma has more than doubled since 1980. In addition, there are disturbing and significant racial and ethnic disparities in asthma morbidity and mortality in the United States; African Americans continue to have higher rates of asthma emergency room visits, hospitalizations, and deaths than Caucasians. While mechanisms that cause asthma are complex and prevalence rates vary among populations groups, there is substantial evidence that indoor exposures to irritants such as environmental tobacco smoke (ETS) and allergens from house dust mites, pests, molds, and animals play a significant role in triggering asthma episodes. For the purpose of this RFA, all asthma irritants and environmental triggers are considered pollutants.

The goal of EPA's asthma program is to decrease the number of asthmatics exposed to indoor environmental asthma triggers and educate childcare providers on indoor asthma triggers and actions to reduce triggers in the childcare settings. Emphasis should be given to educating parents of children with asthma on how to identify and manage indoor asthma triggers; educating health care professionals on the importance of integrating environmental management into asthma care; and providing a program in which health educators or peers provide education to families on identifying and managing indoor asthma triggers.

2. Indoor Air Quality (IAQ) Tools for Schools - The IAQ Tools for Schools programs is voluntary and designed to provide schools with assessment guidelines that lead to healthier indoor air. This practical commonsense approach can be achieved at no cost or low cost to school districts. Pollutant sources are linked to many factors – poor ventilation, high humidity levels, mold, allergens, and occupant behavior. Since students spend approximately 90 percent of their time indoors, any action to resolve existing IAQ problems can increase student performance. The main focus of this work is to reduce or eliminate occupant exposure to indoor air pollutants commonly found in schools.

Description of IAQ Tools for Schools activities - 1. Establish a district IAQ coordinator, IAQ teams at each school site and disseminate the teacher's checklist; 2. Provide IAQ training for superintendent/principals, teachers, students and parents; and perform walkthrough at school facilities; 3. Develop an IAQ management plan similar to the guidelines offered in the Coordinator's Guide of the IAQ Tools for Schools Kit; and, 4. Use pre-implementation IAQ complaint reports to review post implementation results.

This year applicants may also apply for funding to assist school districts to implement the *Health School Environments Assessment Tool (SEAT)*. EPA has developed a unique software tool to help school districts evaluate and manage their school facilities for key environmental, safety and health issues. [Note: EPA is using the term "district" to broadly describe any institutional system for managing multiple schools, whether they are public, private, tribal, charter or some variation.] The new Healthy SEAT is designed to be customized and used by district-

level staff to conduct completely voluntary self-assessments of their school (and other) facilities and to track and manage information on environmental conditions school by school. Please keep in mind that this tool does not replace the IAQ Tools for Schools program.

3. Environmental Tobacco Smoke (ETS) - ETS poses risks to all segments of the population; however children are especially vulnerable because they are still growing and developing. Exposure to ETS causes serious health effects in children, including bronchitis, pneumonia, ear infections, severe asthma attacks, and has been associated with sudden infant death syndrome. The goal of any ETS project should be to decrease the number of people, especially children, exposed to ETS by motivating residents who smoke to make their homes and cars smoke-free. Please note that EPA does not fund smoking cessation messages.

4. Molds - Health effects from molds include allergy and asthma symptoms, and other symptoms may occur as well. People of all ages may have health effects, but because children are growing and developing they may be more vulnerable. Mold problems are more likely to occur in residences of people of lower socio-economic status. EPA is interested in supporting efforts that address disparately impacted groups. Mold outreach messages should focus on moisture control as the key to mold control and on EPA recommendations for remediating mold problems in buildings.

5. General IAQ - In addition to the four programs discussed above, EPA works on other IAQ contaminants. Carbon monoxide and other combustion gases, chemicals in the air, pollens, animal dander and droppings, may all affect health. Specific messages in any of these areas, or training and education on more than one pollutant, would best fit under the "General IAQ" category. Health effects will vary enormously, and it is difficult to state if any particular age or socio-economic status would be more affected than another.

II. Award Information

A. What is the amount of funding available?

The total estimated amount of funding available under this competitive solicitation is $180,000.

B. How many agreements will EPA award under this competition?

Under this announcement, EPA Region 4 anticipates award of up to 10 one-to-two year grants ranging in value from approximately $15,000 to $40,000. The actual number of awards and the award amounts will depend upon the application packages received and the availability of funds.

EPA reserves the right to reject all application packages and make no award as a result of this announcement, or make fewer awards than expected

C. What is the expected budget and project period for award(s) resulting from this announcement?

The budget and project period for awards resulting from this solicitation will begin in the September 2006 – December 2006 timeframe (depending on final award date) and will be completed within the negotiated project performance period of generally 12 - 24 months.

D. May I submit my application electronically?

Yes. Use the electronic application package at http://www.grants.gov/ or submit via email. See Section IV for further information.

E. Can funding be used to acquire services or fund partnerships?

Funding may be used by grantees to acquire services or fund partnerships, provided the recipient follows

procurement and subaward or subgrant procedures contained in 40 CFR Parts 30 or 31, as applicable. Successful applicants must complete contracts for services and products and conduct cost and price analyses to the extent required by these regulations. The regulations also contain limitations on consultant compensation. Applicants are not required to identify contractors or consultants in the application package; however, the consultant's or contractor's scope of work should be included in the applicant's application package.   Moreover, the fact that a successful applicant has named a specific contractor or consultant in the application package EPA approves does not relieve it of its obligations to comply with competitive procurement requirements.

Subgrants or subawards may be used to fund partnerships with non-profit organizations and governmental entities. Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products to carry out its grant project with the EPA. The nature of the transaction between the recipient and the subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 of OMB Circular A-133, and the definitions of "subaward" at 40 CFR 30.2(ff) or "subgrant" at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions.

F. What instrument will be used to award funds to successful applicants?

Funds will be awarded to successful applicants as grants.

Successful applicants must use a competitive process for obtaining any necessary contracts for services and products and conduct cost and price analyses to the extent required by federal, state or local procurement requirements. All contracts and the purchase of supplies and equipment must be conducted in a manner providing free and open competition, to the maximum extent practicable. As such, applicants should refrain from mentioning specific technology producers in their application packages unless they are sole source provider.

G. Will EPA partially fund projects?

EPA reserves the right to partially fund application packages/applications by funding discrete activities, portions, or phases of proposed projects. If EPA decides to partially fund a application package/application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the application package/application, or portion thereof, was evaluated and selected for award, and that maintains the integrity of the competition and selection process.

III. Eligibility Information

A. Who May Apply?

Under this announcement, assistance is generally available to States, territories, local governments, Indian Tribes, and possessions of the U.S., including the District of Columbia, international organizations, public and private universities and colleges, hospitals, laboratories, other public or private non-profit institutions, which submit applications proposing projects with significant technical merit and relevance. Applicants must meet eligibility requirements, such as non-profit status, by the project application package due date to be considered for funding.

B. Funding Restrictions and Requirements

EPA will not fund any projects for repairing buildings, promoting tobacco cessation, or medical interventions for asthma, i.e., nebulizers, peak flow meters, pillow encasings, HEPA filters, etc. Proposed projects must also be consistent with the statutory restriction on funding which is limited to research, investigations, experiments, demonstrations, surveys and studies relating to the causes, effects (including health and welfare effects), extent, prevention, and control of air pollution, and to educate and train individuals relating to the causes, effects, extent, prevention and control of air pollution. Applicants are reminded that the term "demonstration" is narrowly construed by EPA as set forth above.

C. Threshold Eligibility

To be eligible for funding consideration under this announcement, application packages must meet the following threshold criteria. Failure to meet any of the following criteria in the application package will result in the automatic disqualification of the proposed project for funding consideration. Ineligible applicants will be notified within 15 calendar days of the determination that they are ineligible based on the threshold criteria.

1.   All projects must occur in one or more of the following Region 4 states: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and/or Tennessee.

2.   Proposed projects must support Goal 1.2 of EPA's Strategic Plan by improving indoor air in homes, schools, and commercial buildings.

3.   Proposed projects must fit within EPA's funding authority in section 103 of the Clean Air Act and not be used for the purposes of routine program implementation, implementation of routine environmental protection or restoration measures, meeting any legal mandate (such as federal, state or local regulations or settlement agreements), land acquisition, purchase of vehicles, or completion of work which was to have been completed under a prior grant or cooperative agreement.

4.   Application packages must substantially comply with the submission instructions and requirements set forth in this announcement or else they will be rejected. In addition, where a page limit is expressed in Section IV with respect to the application package and/or parts of the application package, pages in excess of the page limitation will not be reviewed. Further, application packages must be received by the EPA or through Grants.Gov (www.grants.gov) on or before the closing date and time published in Section IV of this announcement. Application packages received after the published solicitation closing date and time will be returned to the sender without further consideration.

5.   Application packages in which the applicant is requesting assistance funds in excess of $40,000 or less than $15,000 will not be reviewed.

6.   Proposed projects must address one or more of the priority areas identified in Section I.D of the announcement.

7.   Applicants must provide written commitments in their application packages as follows:

    a. IAQ Tools For Schools applicants **must provide** a written commitment from the school district superintendent, where the project is targeted.

    b. All other applicants **must provide** a written commitment from the school districts, individual schools, daycare centers and other agencies and organizations agreeing to participate in the project with the applicant.

C. Cost Sharing or Matching

Cost sharing or matching is not required as a condition of eligibility. Applicants who elect to provide voluntary matching funds either directly or through third parties should expect to be held to this level of commitment if their project is selected for funding.

IV. <u>Application and Financial Submission Information</u>

A. How to Obtain a Financial Application Package

The complete grants financial application package can be downloaded from EPA's website at:

http://www.epa.gov/ogd/AppKit/index.htm. Potential applicants may request a paper copy of the financial application package by contacting the EPA contacts listed in Section VII of this announcement. If you wish to submit your application electronically, you must use the electronic application package available at the http://www.grants.gov/ .

B. Content and Form of Applicant Submission

All application packages must contain a project workplan and a completed and signed federal grant application (SF 424 and 424A) which can be found at http://www.epa.gov/ogd/AppKit/application.htm. The project workplan must describe the proposed project and address all of the threshold eligibility factors in Section III and the evaluation criteria listed in Section V(A).

1.   **Project Workplan**. The workplan should include the following information:

      a.   Project Title and Contact Information
            Provide contact information for your organization, including:
                *   Name of your organization
                *   Contact person's name, title
                *   Project Period – beginning and ending date
                *   Mailing address
                *   E-mail address
                *   Phone number and fax number

      b.   Project Goals and Objectives
            Discuss how the project's goals and objectives:
                *   align with EPA's Strategic Plan (Section I.B.1) and indoor air quality priority areas identified in (Table 1).

      c.   Project Description
                *   list the IAQ priority area(s) addressed by this project.
                *   describe the project activities
                *   demonstrate the practicality and feasibility of the project
                *   provide a timeline of for performance of key activities, including milestones, as well as projected timeframes of environmental outputs and expected environmental outcomes for the entire project as detailed in Table 1, Section I.B of this announcement
                *   demonstrate how collaborations and partnerships will be developed
                *   provide a quality assurance plan if proposed project activities include collection or use of environmental data.
                *   provide a proposed plan/approach for tracking and measuring progress towards achieving the expected project outputs and outcomes including those identified in Table I.

      d.   Environmental Results Past Performance
                *   Submit a list of federally funded assistance agreements that your organization performed within the last three years (no more than 5, and preferably EPA agreements), and describe how you documented and/or reported on whether you were making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements. If you were not making progress, please indicate whether, and how, you documented why not. In evaluating applicants under this factor in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available environmental results past performance information, please indicate this in the application package and you will receive a neutral score for this factor under Section V.

e. Programmatic Capability:
* Submit a list of federally funded assistance agreements similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the application package and you will receive a neutral score for these factors under Section V.

   In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

f. Sustainability and Replication
   Provide an explanation of:
   * applicant's ability to sustain their efforts beyond the conclusion of the EPA assistance agreement
   * impacted audience's ability to sustain their efforts beyond the conclusion of the EPA assistance agreement
   * applicant's ability to demonstrate that activities are replicable and can yield large scale impacts

g. Budget/Detailed Itemized Budget
   Provide a budget specifying federal and any non-federal costs for the following categories:
   * Personnel
   * Fringe Benefits
   * Contractual
   * Travel
   * Equipment
   * Supplies
   * Other
   * Total Direct Costs
   * Total Indirect Costs: must include documentation of accepted negotiated indirect rate

2. Submit Standard Forms (SF) 424. Applicants must submit the SF 424 and 424A. .
3. If an organization's project is selected for funding, it may be required to submit the following information prior to award of the funds. Further information will be provided at that time.
   a. Certification Regarding Lobbying SF LLL, if applicable.
   b. EPA Form 4700-4 Pre-award Compliance review report.
   c. Quality Assurance Narrative Statement, if applicable.
   d. Copy of Negotiated Indirect Cost Rate Agreement, if applicable.

Note: For IAQ Tools for Schools applicants, consider including travel, hotel and registration cost in your proposed budget to attend EPA's Annual Indoor Air Quality Tools for Schools Symposium in December. Please visit http://www.epa.gov/iaq/schools for information and details.

Important: Applicants are strongly advised to avoid submission of extraneous materials. The project workplan described in Section IV.B(1) must not exceed 15 single spaced pages in length; excess pages will not be reviewed. All application materials must be completed in English.

C. Application Instructions

Application packages containing the information in Section IV.B above can be submitted hard copy via U.S. mail/commercial delivery service, electronic mail (e-mail) or online through Grants.gov website with an electronic signature. Applicants may submit original application packages to Todd, Rinck, Chief, Indoor Environments and Grants Section, Air Toxics and Monitoring Branch, 61 Forsyth Street, Atlanta, GA 3033. Please only use one method. Regardless of mode of submission, the closing date and time for receipt of application packages under this announcement is 6:00 PM on August 9, 2006. Application packages submitted via hard copy, electronic mail (e-mail) or through grants.gov must be received by EPA or through grants.gov by this date and time or else they will not be considered.

1. **Instructions for E-Mail Submissions**
   Application packages prepared as described above must be e-mailed to blakely.lashon@epa.gov. The title of the email should read "2006 Indoor Environments: Reducing Public Exposure to Indoor Pollutants Funds Solicitation". The application package should be one attached file prepared as described in Section IV, Parts A and B above. Please do not zip the attached file; it will not be considered. If you do not receive an email confirmation within five business days, please call Lashon Blakely at 404-562-9136.

2. **Instructions for Submissions Using Grants.Gov**
   With Grants.Gov, you will be able to submit your entire application package on line with no hard copy or computer disks. Please be sure to view the additional instructions that are available for download on Grants.gov for this announcement and which are printed below. If you have any technical difficulties while applying electronically, please refer to http://www.grants.gov/CustomerSupport or call the toll free Contact Center at 1-800-518-4726.

   If you wish to apply electronically via Grants.gov, the electronic submission of your application package package must be made by an official representative of your institution who is registered with Grants.gov and authorized to sign applications for Federal assistance. For more information, go to http://www.grants.gov and click on "Get Started," and then click on "For AORs" (Authorized Organization Representative) on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

   To begin the application process, go to http://www.Grants.Gov and click on "Apply for Grants." Following the on-line instructions, download PureEdge Viewer software and enter the Funding Opportunity Number, EPA-REG4-APTMD-IAG-06, in the space provide to retrieve the application package. Then complete and submit Standard Form 424 and 424 A.as indicated and all other required materials. You may also be able to access the application package by clicking on the button "How To Apply" at the top right of the synopsis page for this announcement on http://www.grants.gov (to find the synopsis page go to http://www.grants.gov and click on the "Find Grant Opportunities" button on the top of the page and then to go EPA opportunities).

   Be sure to download and read the instructions and the application package at the Grants.Gov web site.

   Application Package Submission Deadline: Your complete application package submitted by your AOR must be received by Grants.gov (http://www.grants.gov) no later than August 9, 2006 (6 pm Eastern Daylight Savings Time).

Application package Materials
The following forms and documents are required to be submitted by applicants using grants.gov under this announcement:

I. Standard Form (SF) 424 and 424 A, Application for Federal Assistance
Complete these forms. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424.
Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

II. Project Workplan
Prepare as described in Section IV.B (1) of the announcement. The project's workplan should be readable in PDF or MS Word for Windows and consolidated into a single file.

Submission Instructions

Documents I and II listed under Application Package Materials above should appear in the "Mandatory Documents" box on the Grants.gov Grant Application Package page.

For document I, click on the appropriate form and then click "Open Form" below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click "Save." When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, "Move Form to Submission List." This action will move the document over to the box that says, "Mandatory Completed Documents for Submission."

For document II, you will need to attach electronic files. Prepare your application package workplan as described in Section IV.B(1) of this announcement and save the document to your computer as an MS Word or PDF file. When you are ready to attach your application package workplan to the application package, click on "Project Narrative Attachment Form," and open the form. Click "Add Mandatory Project Narrative File," and then attach it (previously saved to your computer) using the browse window that appears. You may then click "View Mandatory Project Narrative File" to view it. Enter a brief descriptive title of your project in the space beside "Mandatory Project Narrative File Filename;" the filename should be no more than 40 characters long. If there other attachments that you would like to submit to accompany your application package, you may click "Add Optional Project Narrative File" and proceed as before. When you have finished attaching the necessary documents, click "Close Form." When you return to the "Grant Application Package" page, select the "Project Narrative Attachment Form" and click "Move Form to Submission List." The form should now appear in the box that says, "Mandatory Completed Documents for Submission."

Once you have finished filling out all of the forms/attachments and they appear in one of the "Completed Documents for Submission" boxes, click the "Save" button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: "Applicant Name – FY06 – Assoc Prog Supp – 1st Submission" or "Applicant Name – FY 06 Assoc Prog Supp – Back-up Submission." If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to "Applicant Name – FY06 Assoc Prog Supp – 2nd Submission."

Once your application package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to

submit the application package through Grants.gov.

In the "Application Filing Name" box, your AOR should enter your organization's name (abbreviate where possible), the fiscal year (e.g., FY06), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the "Grant Application Package" page, your AOR may submit the application package by clicking the "Submit" button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at support@grants.gov or contact Lashon Blakely at 404-562-9136 and/or email at blakely.lashon@epa.gov.

Application packages submitted thru grants.gov will be time/date stamped electronically. If you have not received a confirmation of receipt from EPA (not from support@grant.gov) within 30 days of the application deadline, please send an e-mail at blakely.lashon@epa.gov. Failure to do so may result in your application not being reviewed.

If you have never used Grants.Gov before, here are some tips.
Most organizations have found Grants.Gov to be a user friendly system. The most frequent concern has occurred when an organization has delayed obtaining the unique electronic signature to the last minute.

Register for your electronic signature early! An electronic signature requires three levels of authorization before you can submit on line. You need to decide who will be the AOR, the caretaker of the electronic signature for your organization. At a university the Chief Grant Official generally signs all of the electronic grants for the entire institution. If all goes well, this process takes about a week, but some organizations have encountered internal and external delays; therefore the registration process can take longer.

Remember, you cannot submit your application online until your organization has e-authentication credentials. Here are the basic steps:
1. Obtain a Certified DUNS Number. You must first have a certified, unique Dun and Bradstreet Universal Data Numbering System (DUNS) number. Some organizations may have more than one DUNS number registered. Only one can be certified. This can lead to unexpected delays.

2. Central Contractor Registry and Credential Provider Registration. Once you have your unique, approved DUNS number, you need to register with the Central Contractor Registry.

3. Grants.Gov Electronic Signature Authorization. Once steps A and B are complete, you will then need to contact Grants.Gov. The Authorized Organization Representative (AOR) will be assigned a password that will enable him or her to sign the Grants.Gov applications electronically. The AOR must be an individual who is able to make legally binding commitments for the applicant organization. Organizations may designate more than one AOR.

Be sure to download and read the instructions and the application at the Grants.Gov web site

D.   **Confidential Business Information**.

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application package as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/application packages or portions of application packages they claim as confidential. If no

claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure.

V. Application Review Information

A. Evaluation Criteria

Each eligible proposed project will be evaluated based on the extent and quality to which it addresses the criteria set forth below. Proposed projects which directly and explicitly address the criteria will have a greater likelihood of scoring higher. Each proposed project will be rated under a points system, with a total of 100 points possible.

Application package Evaluation Criterion	Maximum Points Per Criterion (100 Point Scale)

I. Project Goals and Objectives (10 pts each)
    1. The extent and quality to which the proposed project goals and objectives align with EPA's Strategic Plan (as described in Section I.B.1)
    2. The extent and quality to which the proposed project goals and objectives demonstrate the ability to achieve substantial measurable environmental outcomes (as described in Section I.B.3). *Under this criterion, EPA will award more points for activities which reach greater numbers of people for similar amounts of funding.*
    3. The extent and quality to which the proposed project shows different approaches to achieving project goals, objectives, and measurable environmental outcomes**.**
    4. The extent and quality to which the proposed project goals objectives are likely to reduce exposures to indoor air pollutants.
	Total Points
	
	40

II. Narrative Workplan: Activities; Methods; Materials; and Timeline (5 pts each)
    1. Whether the narrative workplan sufficiently describes the activities, methods, materials and timeline that will be used to achieve each goal, objective, and measurable environmental health outcome.
    2. Whether the narrative workplan demonstrates the development and utilization of collaborations/partnerships to achieve the project's goals, objectives, and measurable environmental outcomes.
	Total Points
	
	10

III. **Organizational Past Performance and Reporting Requirement (10 pts each)**	**Total points**
1. The extent and quality to which the proposed project provides evidence of sufficient organizational experience, including experience in achieving substantial measurable environmental outcomes in past projects of comparable size and scope. For asthma, IAQ Tools for Schools, ETS, mold, and general IAQ application packages, the organization's employees demonstrate a history of assisting schools with indoor air quality measures. 2. Programmatic Capability: Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the following factors (each of which are of equal value-2.5 points): (i) its past performance in successfully completing and managing federally funded assistance agreements similar in size, scope, and relevance to the proposed project performed within the last 3 years, (ii) its history of meeting reporting requirements under federally funded assistance agreements similar in size, scope, and relevance to the proposed project performed within the last 3 years and submitting acceptable final technical reports under those agreements, (iii) its organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (iv) its staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. Note: In evaluating applicants under this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance or reporting history (items i and ii above), will receive a neutral score for those elements of this criterion. 3. Environmental Results Past Performance: Under this criterion, applicants will be evaluated based on the extent and quality to which they adequately documented and/or reported on their progress towards achieving the expected results (e.g., outcomes and outputs) under Federal agency assistance agreements performed within the last three years, and if such progress was not being made whether the applicant adequately documented and/or reported why not. Note: In evaluating applicants under this factor, EPA will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance reporting history will receive a neutral score for this factor.	**30**
IV. **Project Sustainability and Replication (5 pts each)**	**Total points**
1. **Whether the** proposed project addresses how the applicant will sustain successes in meeting goals, objectives, and environmental outcomes beyond the conclusion of the EPA assistance agreement. 2. Whether the proposed project addresses how the impacted audience (e.g. schools, asthmatics, etc) will sustain successes in achieving measurable outcomes beyond the conclusion of the EPA assistance agreement.	**10**
V. **Monitoring and Evaluating Environmental Results (5 pts each)**	**Total points**
1. Whether the proposed project specifies practical approaches to identify, measure, and evaluates programmatic outputs and expected environmental outcomes and identifies baseline(s) to measure them. 2. How the proposed project specifies how progress towards achieving goals, objectives, and measurable environmental outputs and outcomes, including those identified in Section I, will be tracked and reported.	**10**

B. Review and Selection Process

There will be a three-tiered review process for proposals. The first tier will be a basic review of the proposals to assure they are eligible for funding consideration. This first tier will include a determination of whether the applicant has satisfied all the threshold criteria listed in Section III, Part C.

Those proposals that pass the first tier will undergo a second tier review. The second tier will involve the actual evaluation of the proposals against the criteria above. Each eligible proposal that meets the first tier review requirements will be reviewed by a panel consisting of EPA Region 4 staff and possibly some external partners. As a competitive financial assistance program, no proposal is guaranteed funding. Each eligible proposal submitted will be evaluated by the review panel against the Evaluation/Ranking Factors described above.. Each proposal will be given a numerical score, with a total of 100 points possible.

The third tier review will involve a selection committee from the Region 4 staff making preliminary funding recommendations to the Region 4 Air, Pesticides and Toxics Management Division Director. After the second tier review, the review panel will rank the proposals based on their numerical scores and provide the rankings to the Selection Committee. The selection committee will conduct a third tier review and develop the funding recommendations based on the review panel rankings and the following factors: 1) the geographic distribution of funds; and 2) the distribution across the five priority areas identified in Section I.B. Table 1 of this announcement. The selection committee's recommendation will be forwarded to the Division Director for final funding decisions which will be based on the recommendations of the selection committee and consideration of programmatic priorities.

VI. Award Administration Information

A. Award Notices

Following the selection process, all applicants will be notified regarding their application's status. Notification will be sent to the original signer of the application.

> 1. EPA anticipates notification to *successful* applicant(s) will be made via US mail by August 30, 2006. This notification, which advises that the applicant's application package has been selected and is being recommended for award, is not an authorization to start the project. The award offer signed by the EPA Approving Official is the authorizing document and will be provided through postal mail. It can take 120 days or longer from the date an awardable application is received for the applicant to receive its award.

> 2. EPA anticipates notification to *unsuccessful* applicant(s) will be made via postal mail by August 30, 2006.

B. Administrative and National Policy Requirements

> 1. A listing and description of general EPA regulations applicable to the award of assistance agreements may be viewed at:
>> http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm

> 2. Executive Order 12372, Intergovernmental Review of Federal Programs may be applicable to awards resulting from this announcement. Applicants *selected* for funding may be required to provide a copy of their application package to their State Point of Contact (SPOC) for an Intergovernmental Review. Not all states require such a review.

> 3. All applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for a Federal grant or cooperative agreement. Applicants can receive a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711, or

visiting the D&B website at: http://www.dnb.com.

C. Reporting Requirements

Grantees will be required to submit the quarterly progress reports that include: a summary of performance progress-to-date, including progress in achieving agreed upon outputs and outcomes, and a summary of expenditures-to-date, problems encountered, successes achieved, and lessons learned. The schedule for submission of quarterly progress reports will be established, by EPA, after the award. The recipient must submit a final written report for EPA approval within 90 days after the end of the project period, and a Financial Status Report (FSR). Finally, grant recipients will be required to participate in quarterly conference calls with EPA and the other grantees.

D. Nonprofit Applicants

Nonprofit applicants that are recommended for funding will be subject to pre-award administrative capability reviews consistent with Sections 8.b, 8.c., and 9.d of EPA Order 5700.8, EPA Policy on Assessing Capabilities of Nonprofit Applicants for Managing Assistance Awards

E. Dispute Resolution Process

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm. Copies of these procedures may also be requested by contacting the agency contacts listed above

VII.   Agency Contacts

FOR FURTHER INFORMATION CONTACT:

Asthma and Environmental Tobacco Smoke (ETS)	IAQ Tools for Schools	Mold and General IAQ
Linda Thomas-Houston	Lashon Blakely	Henry Slack
U.S. Environmental Protection Agency, Region 4 APTMD-ATMB-IEGS 61 Forsyth Street, S.W. Atlanta, GA 30303 404-562-9152 404-562-9095 (fax) thomas.linda@epa.gov	U.S. Environmental Protection Agency, Region 4 APTMD-ATMB-IEGS 61 Forsyth Street, S.W. Atlanta, GA 30303 404-562-9136 404-562-9095 (fax) blakely.lashon@epa.gov	U.S. Environmental Protection Agency, Region 4 APTMD-ATMB-IEGS 61 Forsyth Street, S.W. Atlanta, GA 30303 404-562-9143 404-562-9095 (fax) slack.henry@epa.gov